

## Curricular Practical Training (CPT)

### What is Curricular Practical Training (CPT)?

Curricular Practical Training (CPT) is training that is an integral part of a program's established curriculum and relates directly to the student's major area of study. CPT *must occur before* the Program End Date on a student's Form I-20.

### What are the eligibility requirements?

*A DSO must authorize CPT in SEVIS. The student cannot begin the internship or training without first receiving DSO authorization.*

- The student has been a full-time student in a SEVP-approved college or university for at least one academic year.
- The student is not studying English as a Second Language (ESL).
- The student has secured a training position (internship).

### How do I apply for CPT?

Students interested in applying for CPT need to schedule an appointment with an ISS advisor. *Walk-in appointments are not be accepted for CPT applications. Please allow 4-5 days for processing of the application.*

Students need to submit the following to ISS:

- Complete the CPT Recommendation Form on page 2 of this packet.
- Job offer letter on company letterhead. Letter must include employer's name, full address, dates of employment (start and end dates) and description of duties.
- Proof of course registration in *IDS2941* for CPT semester.

*NOTE: There is no CPT application fee.*



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## Curricular Practical Training (CPT) Recommendation Form

(To be submitted to International Student Services)

Student Name: \_\_\_\_\_

Program of Study (A.A. or A.S): \_\_\_\_\_

Form I-20 Start Date: \_\_\_\_\_ Form I-20 End Date: \_\_\_\_\_

### DESCRIPTION OF THE INTERNSHIP

Please list your employer information below.

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Job Location Address: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### CURRICULAR CREDIT FOR THE INTERNSHIP

To qualify for CPT, the student *must* either receive academic credit in a course or the work *must* be required for the degree. An academic advisor *must* certify and check one of the following (A-B):

A) \_\_\_\_\_ The student will receive academic credit in a course.

Course Title & Number: \_\_\_\_\_ Semester student will take course: \_\_\_\_\_

B) \_\_\_\_\_ The work is required for the student's degree program. Explain how many hours are required and for which degree program.

Number of hours for degree: \_\_\_\_\_ Degree program: \_\_\_\_\_

\_\_\_\_\_  
As the student's Academic Advisor, by signing this form, you are certifying that this employment is required for academic credit in the way detailed above. This is a legal requirement of Curricular Practical Training work authorization.

\_\_\_\_\_  
Academic Advisor (please print)

\_\_\_\_\_  
Signature – Academic Advisor

\_\_\_\_\_  
Date



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## Curricular Practical Training – Frequently Asked Questions (FAQs)

### **What type of visa am I on during CPT?**

CPT is not a different visa. You are still on your F-1 visa. CPT is a benefit offered to F-1 visa holders and requires authorization from your Designated School Official (DSO) in the Office of International Student Services.

### **How long does the CPT application process take?**

ISS encourages students to submit their CPT application early and well before their intended start date. Once ISS receives a complete application, a decision will be made within five business days. ISS will not review incomplete CPT applications and a student cannot begin his/her internship without ISS approval.

### **Do I need to have a job offer when I apply for CPT?**

Yes, you need to have a job when you apply for CPT.

### **Can I begin working before I receive my Employment Authorization Document (EAD)?**

No, you must receive the EAD before you can begin working.

### **Can I change employers during CPT?**

No, you cannot change employers during CPT. Your CPT authorization is for a specific employer and a specific training or internship position.

### **Does my CPT employment affect my OPT eligibility?**

Yes. One year of full-time CPT eliminates a student's eligibility for OPT.

### **Do I need to submit my CPT application to United States Citizenship and Immigration Services (USCIS)?**

No. You will need to submit your CPT application to the Office of International Student Services for review. An ISS advisor will make a decision on your CPT application. If approved, the ISS advisor will authorize CPT in SEVIS and generate a new Form I-20 for you.

### **Do I need to register for a specific internship class during my CPT semester?**

Yes, as part of the CPT process, you must enroll in IDS2941 (Technology and Professional Programs Internship) during the semester in which you will complete your internship. Students must submit proof of registration in IDS2941 to ISS as part of the CPT application process.